

February 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>LABOR:</b> Reverse Jan Month-end Estimate  Normal DW refresh	3  Normal DW refresh	4  Normal DW refresh	5  Normal DW refresh	6 <b>GL:</b> Final Close January 2009  Normal DW refresh	7  Normal DW refresh
8	9 <b>LABOR:</b> JAN NOAA CORPS <b>SURCHARGES</b>  Normal DW refresh	10 <b>LABOR:</b> PP02 <b>SURCHARGES</b>  Normal DW refresh	11  Normal DW refresh	12  Normal DW refresh	13  Normal DW refresh	14  Normal DW refresh
15	16 <b>HOLIDAY</b>  Normal DW refresh	17  Normal DW refresh	18  Normal DW refresh	19  Normal DW refresh	20  Normal DW refresh	21  Normal DW refresh
22	23 <b>LABOR:</b> PP03 <b>SURCHARGES</b> <b>DISBURSEMENTS:</b> Last run for Feb  Normal DW refresh	24 <b>LABOR:</b> PP03 <b>SURCHARGES</b> Feb Month-end Estimate <b>SURCHARGES</b>  Normal DW refresh	25 <b>LABOR:</b> JAN NOAA CORPS <b>SURCHARGES</b> <b>SLTs</b> SLTs to be approved for Feb are due to FMB by 4:00 pm ET <b>CA O/U Reversal – Part C</b> Normal DW refresh	26 <b>SLTs</b> 12:00 pm ET Final Approval <b>CA SURCHARGES</b> processed <b>prior to the “Tier ONE”</b> closing  Normal DW refresh	27 <b>CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET</b> Close Tier 1 WIP CA O/U Process. <b>12:00 AM ET</b> Close Tier 2  Normal DW refresh	28 <b>DW reports and/ or CFS Production reports complete month – end data</b>  Normal DW refresh

### TIER “ONE” Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **February 2009 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

8:00 AM ET: “**Tier ONE**” may begin working on March 2009 transactions.

### TIER “TWO” Closing

Tier TWO modules will be placed in “**PRELIMINARY**” close for the **February 2009 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)  
**NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)

**The Cost Accumulation Over/Under (CA O/U) process @ 7:00 AM ET on Fri Feb 27, 2009.**

- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger

- **These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.**

“**Tier TWO**,” should ***NOT*** enter **ANY** transactions while February 2009 is still open. **ONLY after February 2009** is closed may “**Tier TWO**” modules mentioned above begin working on March 2009 transactions.